

State of Hawaii
Department of Human Services
Social Services Division

Addendum No. 1

October 21, 2016

to

Request for Proposals (RFP)

SSD-16-POS-3060

NEIGHBORHOOD PLACE SERVICES

HAWAII, MAUI, and OAHU

RFP Posting Date: October 12, 2016

**RFP Proposal Submission Deadline:
November 14, 2016, 4:30 p.m.
Hawaii Standard Time**

ADDENDUM NO. 1

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REQUEST FOR PROPOSALS (RFP)

SSD-16-POS-3060

NEIGHBORHOOD PLACE SERVICES

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this Addendum to add additional information and correct/revise the RFP as detailed below.

If you have any questions please contact:

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RFP Written Questions and Responses

1. 2.1, E. Geographic coverage of service (Page 2-4)

Question: Is it possible to apply for just one geographic area instead of the state as a whole?

Response: Yes. Providers may submit a proposal for one geographic area, multiple geographic areas, or all geographic areas.

2. 2.1, F. Period of availability, probable funding amounts, and sources (Page 2-4 to 2-5)

Question: It specifies that \$900,000 is being allocated for each fiscal year of what looks to be a multi-year contract. However, it also specifies that the initial contract will be from January 1, 2017 to June 30, 2018, a period of a year and a half. Please clarify.

Response: The allocation for each fiscal year is \$900,000.00. The initial contract term is from 1/1/17 – 6/30/18. Therefore the initial contract amount is a prorated

amount of \$1,350,000.00. Two (2) budgets must be submitted with the proposal(s) to align with the State Fiscal Year:

- a. January 1, 2017 through June 30, 2017, and
- b. July 1, 2017 through June 30, 2018.

3. 2.1, F. Period of availability, probable funding amounts, and sources (Page 2-4 to 2-5)

Question: Is the maximum term for contract five (5) years and six (6) months?

Response: Yes.

RFP Corrections, Revisions, and Comments

1. Section 2, including Forms A, B, and C

A revised Section 2 can be found as a PDF attachment on the SPO website as part of Addendum #1 that reflects all changes made to the section. The following sections have been revised in Section 2:

- 2.1, A. Overview and purpose- 1st and 4th paragraphs
- 2.1, C., 4.
- 2.1, D.- 1st paragraph
- 2.1, D., 4. and 5.
- 2.1, E.- Formatting change
- 2.1, F.- Formatting change
- 2.4, A. Service delivery- 1st thru 4th paragraphs
- 2.4, B., 1.
- 2.4, B., 3.
- 2.4, C., 3., c.
- 2.4, C., 4., a. and b.
- 2.4, C., 7., a., 1)
- 2.4, C., 9., c., e. f., and g.
- Form A and C

2. FORMS A, B, and C (Page 2-30 to 2-39)

Forms A, B, and C have been revised. The revised Forms A, B, and C can be found as a Word attachment on the SPO website as part of Addendum #1.

3. Section 3 (Page 3-1)

Other: Special Conditions, page 3 and Certification Regarding Lobbying

This page in the Special Conditions was revised from page 3 to page 5.

3.5, A. (p. 3-7) Pricing Structure: Proposed Budget (8 points)

This is to clarify that the Budget as a whole as well as the Administrative Budget shall each be projected for two periods:

- a. January 1, 2017 through June 30, 2017, and
- b. July 1, 2017 through June 30, 2018.